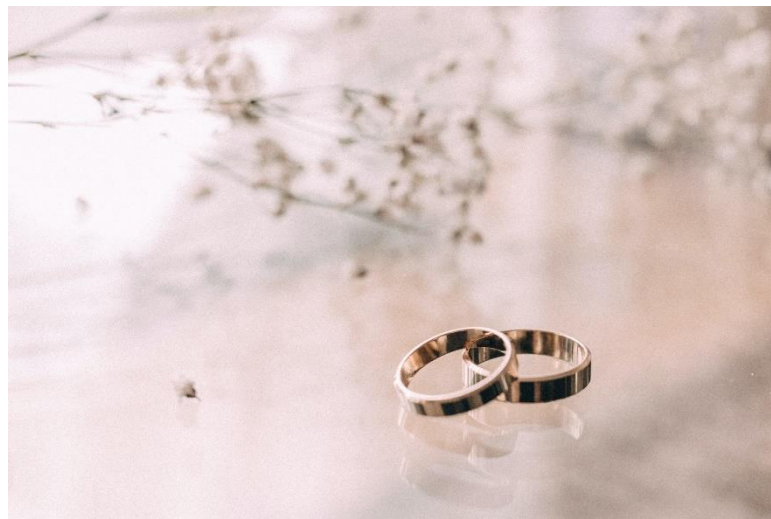


Getting Married at Williamstown Uniting Church- Elcetra St.

Congratulations! Your interest in considering a church wedding ceremony at our beautiful historic church could be the start of an exciting and joyous time to celebrate your love and marriage. We hope that the following information will help in this.



Weddings

The wedding is a celebration of your love and commitment to each other. The marriage ceremony takes place before friends and family and God. We include in the marriage, a commitment from all gathered that they will support and love you as you build your relationship.

Our weddings are conducted according to the rites of the Uniting Church in Australia. Included in this wedding kit is information of legal and church requirements.

If you wish to continue with your enquiry, please ring the Administrator on 9397 5481 or leave a message via email at williuca@bigpond.com to arrange a time for you to view our facilities and provide you with the preliminary details.

Legal Requirements

- a) To be married, you must be 18 years of age. If one party is between 16 and 18 years, a parental consent form and a court order are required. These can be obtained from the Clerk of Courts. In no circumstances can two people under the age of 18 marry each other.
- b) All people preparing to be married must produce a Birth Certificate. A birth "Extract" is not acceptable.
- c) Anyone born in Australia who cannot produce a birth certificate must provide a statutory declaration explaining why. An Australian passport cannot be used. Someone born overseas may use a passport issued by a government of an overseas country.
- d) A "Notice of Intention" form must be completed between 18 months and one month prior to the wedding. It must be signed and witnessed within this period by at least ONE of the couple to be married. Birth certificates must be produced [for overseas born persons who cannot obtain a birth certificate a valid current passport will suffice]. The Minister has this form and will assist with completion.
- e) For widows or widowers, a copy of the Death Certificate must be produced.
- f) For divorced persons, a copy of the Decree must be produced, and the date at which the Decree becomes final must be prior to the wedding date.
- g) Some of these requirements can be modified in very special circumstances by a court order. Applications must be made to the local Clerk of Courts.
- h) To complete the necessary forms you will need to know the full names of both parents (including mother's maiden name), and their country of birth if born outside Australia.
- i) Copies of the necessary documents can be obtained from:
 - i) The Registrar, Registry of Births, Deaths and Marriages, PO Box 4332, Melbourne 3001
OR at:
 - ii) 589 Collins Street, Melbourne.
 - iii) Telephone: 1300 369 367 Fax 1902 240 550

2) THE REQUIREMENTS FOR COUPLES WISHING TO BE MARRIED IN THE WILLIAMSTOWN UNITING CHURCH – ELECTRA STREET

There are basically two requirements:

- a) To spend several sessions in Marriage Preparation with the Minister who will celebrate your marriage.

- b) To recognise that the core and focus of the service will be Christian.

Why have these sessions?

- c) To plan your marriage service. While some parts of the service are legally required, others are optional, and choices can be made to reflect your own hopes for your marriage.
- d) To get to know your Celebrant, so he or she, with you, can construct a service that reflects who you are.
- e) To do some pre-marital counselling, the minister currently in placement at Electra St, uses the Prepare-Enrich marriage counselling resources. A premarital program will seek to prepare you for your marriage by exploring your relationship strengths and growth areas; helping you learn how to resolve conflict; and focusing on personal, couple and family goals.
- f) To celebrate your marriage in the Williamstown Uniting Church – Electra St, you are accepting that the service will be Christian in content and emphasis. It will include a description of the church's understanding of marriage, prayers, at least one Bible reading, a short reflection on the reading; and a blessing on your marriage. A Uniting Church wedding service expresses the belief that God is involved in your relationship. What you must decide is: "Is such an act and expression relevant and appropriate to us? "
- g) Williamstown Uniting Church – Electra St supports the opportunity for same sex couples to have their wedding at our church. In addition to all other requirements, as we do not yet have a permanent minister, a wedding will be dependent on having an officiating and supportive UCA Minister in attendance. We may be able to assist with this.

NB: It must be your decision. Don't be influenced by your family, and don't compromise your values for this first very important act of your married life. Civil Celebrants do conduct good ceremonies.

3) COSTS

- a) When you confirm your booking, a \$300.00 non-refundable deposit is to be paid.
- b) The cost for a wedding booked at the Williamstown Uniting Church – Electra St is \$1,200.00 which includes a cleaning fee.
- c) You are requested to pay the balance two weeks before your wedding day. Personal cheques cannot be accepted after this, and a later payment must be made by bank cheque or cash.

4) WHAT DO THE COSTS INCLUDE?

- a) The Organist (see under MUSIC below)
- b) The Church Steward/Caretaker who will:
 - (1) attend the rehearsal
 - (2) open the church and prepare for your celebration
 - (3) hand out hymn books or sheets if you don't have your own ushers
 - (4) generally be on hand to assist you in any way necessary.

- c) The Church: this includes all the basic requirements for a church service.
 - i) Pew ribbons we have a set of white ribbons available - if you wish to provide your own, please let us know.
 - ii) Hymn books if required we have the "Australian Hymn Book" and "Sing Alleluia".
 - iii) Heating if necessary.
- d) Williamstown Uniting Church – Electra St Minister’s Fee –
 - i) This cost includes the purchase of all the legal documents; the cost of the Marriage Preparation sessions and the rehearsal.
- e) Access to the Church – This will include:
 - i) one evening for a rehearsal, the duration of which shall be for a maximum of 2 hours
 - ii) two hours on the day of the wedding service to decorate the Church with flowers or your own pew ribbons if required.
- f) Flowers are NOT included in the cost, and will need to be organised by you.

5. MUSIC:

- a. The organist’s fee is included in the costs. The organist will play for the entry, exit, hymns and any incidental organ music required during the service.
- b. If you wish the organist to play some special music, you will need to talk with him or her directly, as well as letting your Celebrant know what it is you wish to have.
- c. We do not allow unqualified people to play our pipe organ. If you have a friend who is an accomplished pipe organ player then you will have to discuss that with your Celebrant.
- d. If you wish to invite a special musician to play, you will need to organise and pay for that, but please discuss it with the Celebrant. You will need to decide whether you still want our organist to play.
- e. If you wish to invite someone to sing and the organist to accompany them, this may incur an additional rehearsal fee, but you would need to negotiate that with the organist.
- f. The choice of music is very important. As a wedding celebration is a service of worship all music and words must be appropriate. If you are choosing anything beyond the list we suggest, then you will need to talk to your Celebrant about it.

6. CONFETTI:

“Can we throw confetti, rose petals or rice at the wedding?” -

Not inside the buildings.

You may throw confetti, rice or rose petals on the outside steps.

7. USE OF KITCHEN & FOYER FACILITIES TO SERVE MORNING/AFTERNOON TEA OR FULL RECEPTION

If required, we have a full kitchen with crockery and utensils to accommodate 100 people. The kitchen/foyer is available for hire at an additional cost. The fee to use the kitchen/foyer for morning/afternoon tea or full reception is \$200.00 for the first two hours, then \$60.00 per hour thereafter. All food and drinks required and the service thereof are your responsibility. We have a no-alcohol policy.

8. PHOTOGRAPHS/VIDEOS and MOBILE PHONES:

Any permanent record of the day - photographs, or video recordings - are your responsibility to organise. We ask you to please follow these few simple guidelines:

Video recordings & Photographs

- a) The use of floodlights is not permitted - they are rarely needed.
- b) The placement of the camera is to be as inconspicuous as possible.
- c) The video camera must be stationary throughout the Service.
- d) Photographs – Only one 'official' photographer may take photographs throughout the service. Other guests wishing to take photographs should only do so during the signing of the register. This is to prevent the couple being distracted by clicks and flashes.

Mobile telephones –

Please inform your friends that mobile phones **MUST** be turned off during the wedding service. The Minister will also remind your guests of this.

We hope and pray that these guidelines assist you as you plan and prepare for your special day.

We, the Minister and members of the Williamstown Uniting Church – Electra St Congregation, wish you God's blessings as you prepare for your wedding day, and in the marriage that lies ahead of you both.